



LEGAL AND OTHER REQUIREMENTS

STANDARD ENVIRONMENTAL OPERATING PROCEDURE RDD-SEOP 4.3.2

**REFUSE
DISPOSAL
DIVISION**

1.0 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to describe the way in which the Refuse Disposal Division (RDD) identifies and accesses the legal and other requirements applicable to the landfill operations of the division.
- 1.2 This procedure covers the laws, regulations, and other requirements established at the federal, state and local levels that apply to the landfill operations of the RDD.

2.0 RESPONSIBILITY AND AUTHORITY

- 2.1 Deputy Director RDD – is responsible for disseminating information regarding any changes in regulations that could affect the Division's operations or administration.
- 2.2 Section Managers - are responsible for understanding and developing methodologies for complying with the environmental laws and regulations pertinent to their sections. They are also responsible for informing their staff and management regarding any changes in regulations that could affect their section's operations or administration. Section Managers shall forward relevant updates concerning regulatory requirements for incorporation into the Division's EMS website via the Environmental Management Representative (EMR).
- 2.3 Environmental Management Representative (EMR) – is responsible for maintaining links to regulatory agencies on the EMS website, associated with the regulation of landfills in the State of California.
- 2.4 RDD Staff – All Division personnel shall conduct their work in a manner that complies with the environmental laws and regulations associated with their job responsibilities. RDD staff shall not knowingly violate such laws and regulations during the performance of their duties unless they have been directed otherwise by their supervisors or in an emergency to mitigate damage to property, life or limb, etc.

3.0 PROCEDURE

General

The legal and other requirements applicable to Refuse Disposal Division landfill operations are routinely monitored by the Deputy Director and Section Managers. Applicable legal and other requirements are documented in facility-specific operating permit conditions and facility-specific compliance checklists.

3.1 Section Managers will employ a variety of techniques and information sources to regularly track, identify and evaluate applicable laws and regulations. These include, but are not limited to:

- The Federal Register;
- Commercial services and databases;
- Internet and intranet web sites;
- The City Attorney's office;
- Information made available and provided by trade associations and membership organizations;
- Communications with federal, state and local regulatory agencies and authorities;
- Seminars, trade shows and workshops where new or proposed legislation is presented and discussed.

Section Managers monitor one or more of these information sources on a regular basis (i.e. at least quarterly) to ensure that new regulations and issues are identified in a timely manner.

“Off-site” resources (i.e. consultants and attorneys) may be called upon to assist in evaluating applicable laws and regulations or in developing programs in response to applicable laws and regulations. Where off-site resources are used for this purpose, the Section Manager is responsible for coordinating the effort with appropriate RDD staff.

3.2 Section Managers disseminate information on applicable laws and regulations to appropriate personnel. The determination of which personnel must be informed and the method for providing the information is at their discretion, based upon the circumstances of each situation.

3.3 Section Managers compile and maintain copies of significant applicable environmental laws and regulations when necessary. Where copies of such laws and regulations are not maintained at the Section Manager's offices, the EMR will ensure that ready access is available from other sources.

If periodic site visits (i.e., planned environmental inspections, general environmental compliance audits, ISO 14001 environmental management system audits, etc.) or management reviews indicate or identify additional laws and regulations that must be tracked and evaluated, the Deputy Director ensures that these activities take place.

The EMR will ensure that appropriate changes to this procedure are developed and implemented in cases where new environmental regulations, division policies and/or industry standards could affect the continued performance of the Environmental Management System.

4.0 REFERENCES

Landfill Operations Manual “Regulations Affecting Landfill Operations”

RDD SEOP 4.3.1 “Identification and Assessment of Environmental Aspects/Impacts and Significant Aspects”

RDD SEOP 4.3.3 “Environmental Objectives and Targets”

RDD SEOP 4.5.1 “Monitoring and Measurement”

Prepared by: Environmental Management Representative

Reviewed by: Section Managers

Approved by: Steven F. Fontana

Deputy Environmental Services Director, Refuse Disposal Division

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and RDD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.